



Job Opportunity

State Controller's Office

Position: Staff Service Analyst/Associate Governmental Program Analyst | Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Suite 1001, Sacramento, CA 95814

Issue Date: June 6, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Lisa Callaghan, (916) 327-3923

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5157-930
051-220-5393-930

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of a Staff Services Manager I, the incumbent performs project and analytical support activities associated with the statewide Employment History/Payroll systems and programs. Assignments include both short and long-range projects generally falling into the areas of impact analysis, business process and analysis, assessment of user needs, preparation of user requirements and reports, consultation, legislative analysis, and problem resolution.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Note: Proposed duties will be appropriately allocated upon selection of the identified candidate and subject to the level of appointment.

Specific duties include but will not be limited to the following:

- Review and develop business guidelines and procedures to ensure the effective and efficient implementation of the mandated pay programs.
- Identify need for modification or enhancement to the statewide employment history/payroll business operations and related automated systems.
- Develop, examine and recommend alternative solutions; work with Information Technology staff to implement system modifications and enhancements.
- Develop requirements for program and business process/practice modifications, prepare related user acceptance test plans and validate test outputs.
- Review legislation and prepare impact analysis.
- Prepare memos, reports and other correspondence.
- Make oral presentations before work groups and division/department management.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Strong analytical, communication and organizational skills.
- Prior experience with or knowledge of project work.
- Ability to understand and learn data processing system-oriented concepts and language.
- Ability to work well with changing assignments and priorities.
- Experience with personal computer applications including word processing, spreadsheet, database and presentation software.
- Knowledge of the State's Employment History/Payroll systems is highly desirable.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P. O. Box 942850

Sacramento, CA 94250-5878

Attn: Lisa Callaghan